

MADERA COUNTY

BUILDING INSPECTOR I BUILDING INSPECTOR II

DEFINITION

Under supervision (Building Inspector I) or general supervision (Building Inspector II), to inspect buildings and structures in all stages of construction, alteration, and repair for conformance with approved plans and building codes; to perform plan checks for residential structures; to issue, process, and approve building permits; to answer questions concerning code enforcement and structural requirements for the public, architects, and engineers; and to do related work as required.

SUPERVISION EXERCISED

Building Inspector I

Exercises no supervision.

Building Inspector II

May exercise technical and functional supervision to lower level staff.

DISTINGUISHING CHARACTERISTICS

Building Inspector I -- This is the entry level in the Building Inspector class series. Positions at this level usually perform most of the duties required of the positions at the Building Inspector II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Building Inspector II -- This is the full journey level in the Building Inspector class series. Positions at this level are distinguished from the Building Inspector I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the Building Inspector II level are normally filled by advancement from the Building Inspector I level. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Building Inspector II level.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Performs field inspections of building construction, plumbing, electrical installations, mechanical systems, and energy usage to ensure compliance with applicable codes, ordinances, and regulations; checks to see that buildings and structures are being constructed in accordance with approved plans, specifications, and energy calculations; ensures that proper quality building materials are being used; identifies and ensures correction of defects in construction work, including electrical, plumbing, mechanical, concrete, framework, masonry, lathing, plastering, and tile construction; explains and interprets applicable codes and ordinances for contractors and the general public; approves issue of building permits; may check some plans for residential structures, preparing lists of corrections; performs inspections of existing structures to identify potential safety and structural failures, and alteration needs; issues notices of non-compliance with safe structural requirements and applicable ordinances; maintains records and reports of inspections; prepares correspondence; investigates citizen and tenant complaints regarding code violations; provides general information about structural and code requirements to interested individuals; collects monies and fees for licenses and permits; may coordinate inspection assignments with other County departments and government agencies.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Building Inspector I

Knowledge of:

Basic principles, methods, and techniques used in building inspection.
Modern methods of building construction.
Types of building materials and variations in their quality.

Skill to:

Operate a motor vehicle safely.

Ability to:

Learn, interpret, apply, and explain the policies, procedures, laws, codes, ordinances, and regulations related to building, safety, and zoning and structural requirements.
Learn acceptable health, safety, and fire standards in building construction.
Read and interpret plans, diagrams, and specifications.
Apply technical knowledge of building trades work.
Use sound inspection techniques to examine workmanship and materials, and to detect

deviations from plans, specifications, and standard construction practices.

Ability to:

Review and check plans for proper design and conformance with codes and ordinances.

Make arithmetical calculations quickly and accurately.

Keep accurate records.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Some work experience in journey level building trades work.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in construction technology or a related field.

License or Certificate:

Possession of valid I.C.B.O. (International Conference of Building Officials) or I.C.C.

(International Code Conference) certification as a Building Inspector, Combination Inspector, Combination Dwelling Inspector, or Plans Examiner.

Possession of, or ability to obtain, an appropriate, valid driver's license issued by the Department of Motor Vehicles in the State of California.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 25 lbs.; exposure to cold, heat, noise, outdoors, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Building Inspector II

In addition to the qualifications for a Building Inspector I:

Knowledge of:

Pertinent Federal, State, and local laws, codes, ordinances, and regulations related to building construction and structural requirements.

Acceptable health, safety, and fire standards in building construction.

Ability to:

Interpret, apply, and explain the policies, procedures, laws, codes, ordinances, and regulations related to building, safety, and zoning and structural requirements.

Explain building codes, ordinances, and permit requirements to contractors, developers, and the general public.

Independently perform the full range of building inspection duties.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two years of responsible building inspection experience comparable to a Building Inspector I with Madera County including code enforcement or journey level building trades work experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in construction technology or a related field.

License or Certificate:

Possession of valid I.C.B.O. (International Conference of Building Officials) or I.C.C. (International Code Conference) certification as a Building Inspector, Combination Inspector, Combination Dwelling Inspector, or Plans Examiner.

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